

EMPLOYMENT OPPORTUNITY

Police Chief

Monthly Salary Range \$ 7,502 – \$ 9,584

Job Description Summary

Plan, organize, direct, control and/or perform all activities of the Police Department in accordance with the statutes of the State of Washington and the City of Normandy Park Municipal Code (Normandy Park Municipal Code 2.32). Responsible for all law enforcement and crime prevention services including patrol of City streets and rural areas, traffic control, criminal investigation, evidence and property control and records. Provide law enforcement advice to other City departments. Maintain professional discipline in the department. Assure all employees are properly trained. Assure the effective and efficient utilization of department personnel, funds, equipment, facilities and time. Manage contracted services.

Experience & Education Requirements

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated in this job description.

- Graduation from an accredited college with a bachelor's degree.
 - Extensive knowledge and experience in modern law enforcement methods, systems and procedures. Thorough knowledge of local, State, and Federal laws and court decisions necessary to interpret and enforce applicable provisions of RCW's and Normandy Park Municipal Codes.
 - Demonstrated managerial ability at a level necessary to direct the work activities of the department as described herein.
 - Demonstrated ability to prepare, present, implement and control a department-level operating budget.
 - Public relations ability.
- Or,
- Any combination of experience and education, which demonstrates competency.

Special Requirements – see complete job description

Contact Information

Application and complete job description are available online at www.normandyparkwa.gov, by visiting City Hall Monday through Friday between the hours of 9:00am – 4:00pm, or by calling the City Clerk at (206) 248-8248. Resumes must be accompanied by a completed and signed City of Normandy Park employment application by Friday, May 20, 2016 at 4:00pm or they will not be considered. A cover letter is additionally required. Please mail or deliver application packets in a sealed envelope to: Debbie Burke, City Clerk; City of Normandy Park; 801 174th Street; Normandy Park, WA 98166. EOE.

Application information can be found online under 'News' on the homepage.



Chief of Police Job Description

The City of Normandy Park believes that each employee makes a significant contribution to our success. Each employee is expected to fulfill the mission, vision, and values of the city through ethical conduct, community stewardship, individual initiative, and responsive service. This job description is designed to outline primary duties, necessary knowledge, skills, and abilities, qualifications, and job scope. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

FLSA Status: Exempt
Salary Level: D

Department: Police
Reports To: City Manager

General Position Summary: Plan, organize, direct, control and/or perform all activities of the Police Department in accordance with the statutes of the State of Washington and the City of Normandy Park Municipal Code (Normandy Park Municipal Code 2.32). Responsible for all law enforcement and crime prevention services including patrol of City streets and rural areas, traffic control, criminal investigation, evidence and property control and records. Provide law enforcement advice to other City departments. Maintain professional discipline in the department. Assure all employees are properly trained. Assure the effective and efficient utilization of department personnel, funds, equipment, facilities and time. Manage contracted services.

Essential Functions:

Duties of the Chief of Police are specifically outlined in Normandy Park Municipal Code 2.32. While the Chief may or may not personally perform each and every duty, the Chief shall delegate these duties and remain responsible and accountable to assure performance in accordance with the statutes. Additionally, the Chief of Police is responsible to perform such typical management duties as listed below:

- Develop, implement and control approved department budget, and long and short-range goals and objectives.
- Supervise, through delegation to the Patrol Sergeants and/or directly, all departmental employees.
- Develop and implement contemporary operating policies and procedures in accordance with applicable law, court decisions and modern police science/law enforcement principles and techniques.
- Administer and make recommendations to the City Manager on all service contracts and capital equipment purchases, both major and minor, including types of equipment to be purchased within budgetary limitations.
- Receive, evaluate and resolve complaints pertaining to departmental staff and/or operations.
- As appropriate, appear before the City Council and public groups to explain departmental goals and objectives, operations and activities. Represent the City and act on the City's behalf as directed by the City Manager.
- Maintain positive working relationships with elected officials, both county and state, department heads, the general public and other law enforcement agencies in order to assure that the functions of the Police Department are performed in a manner consistent with sound public relations techniques.
- Perform other duties and projects as assigned by the City Manager.

Knowledge:

- Must know how to operate a personal computer and assorted office software.
- Must understand the City's municipal priorities.
- Law Enforcement best practices.

Skills:

- | | |
|---|--|
| <ul style="list-style-type: none">• Effective communication, both in writing and orally• Planning, organizing, prioritizing, and time management• Use of discretion and confidentiality• Ability to read, write, speak, and understand English | <ul style="list-style-type: none">• Interpersonal Skills• Teamwork• Customer Service• Decision Making• Creativity• Strong attention to detail |
|---|--|

Education and Experience:

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated in this job description.

- Graduation from an accredited college with a bachelor's degree.
- Extensive knowledge and experience in modern law enforcement methods, systems and procedures. Thorough knowledge of local, State, and Federal laws and court decisions necessary to interpret and enforce applicable provisions of RCW's and Normandy Park Municipal Codes.
- Demonstrated managerial ability at a level necessary to direct the work activities of the department as described herein.
- Demonstrated ability to prepare, present, implement and control a department-level operating budget.
- Public relations ability.

OR

- Any combination of experience and education, which demonstrates competency.

Special Requirements:

- Must possess, or have the ability to secure, a valid State of Washington Driver's License and a driving record free of significant moving violations
- Applicant must be 21 years of age or older.
- Employment is conditional upon the completion of a background investigation, which could include polygraph and psychological testing, criminal history and driving records.
- Must possess, or have the ability, to obtain a valid first aid card and a Cardiopulmonary Resuscitation (CPR) certificate.
- Must be a citizen of the United States of America.

The statements contained herein reflect the general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak periods, or otherwise balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The City of Normandy Park is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state, or local law.

Note: In accordance with the Immigration Reform and Control Act of 1986, employment of persons hired by the City will be contingent upon presentation of acceptable documents verifying the authorization of employment in the United States.

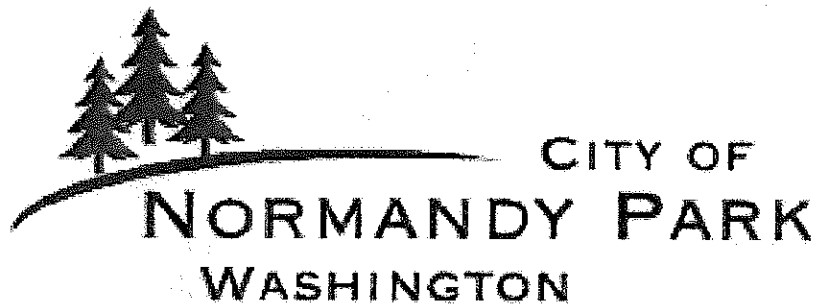
City Manager Approval:



Date:

4-25-16

Office Use Only -
Date Received Stamp



Employment Application Title Page

City of Normandy Park
801 SW 174th Street
Normandy Park, WA 98166
(206) 248-8248

Name: _____ Date: _____

Position Applying For: _____

It is the policy of the City of Normandy Park to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified applicants and employees without regard to race, color, national origin, gender, age, marital status, genetic information, veteran status, sexual orientation, creed, ancestry or the presence of any sensory, mental or physical disability, or any other basis protected by applicable discrimination laws.



The City of Normandy Park accepts applications for City employment only when a vacancy exists. Please read the job announcement before completing this application form. All sections of the application form **MUST be completed by the applicant**. An incomplete application may disqualify you from further consideration. **DO NOT** submit a photograph of yourself.

General Information

Last Name:		First Name:		Middle Name:
Street Address:			City, State, Zip:	
Home Phone:	Cell Phone:		Work Phone:	
Are you a U.S. Citizen, or do you have a Visa permitting you to work in the U.S? <input type="checkbox"/> Yes <input type="checkbox"/> No, (Documentation of authorization to work in the US will be required if an offer of employment is made and accepted).				
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have, or can you obtain, a Valid WA State Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you wish to claim Veteran's Preference for testing pursuant to RCW 41.04.010? <input type="checkbox"/> Yes <input type="checkbox"/> No				
The City of Normandy Park is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's conviction record as it relates to job performance. A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied. Have you been convicted of a felony or released from prison within the last ten (10) years, or have been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain _____ _____ _____				

Education/Training

Highest Grade Completed: <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> GED			
College/University	Subject/Major	Degree/Certificate	Date Completed
List Other Specialized Training, Apprenticeships, Certificates: _____ _____			
Describe computer and equipment operation skills relevant to the position for which you are applying: _____ _____			

Employment History

Begin with your present or most recent employment. Attach additional sheets if necessary
(Complete this section even if you are submitting a resume)

Employer's Name _____ From _____ To _____
Address _____ Supervisor _____
Phone _____ Hours Worked Per Week _____
Position _____ Start Salary _____
Number of Employees Supervised By You _____ Last Salary _____
Reason For Leaving _____
Primary Duties _____

Employer's Name _____ From _____ To _____
Address _____ Supervisor _____
Phone _____ Hours Worked Per Week _____
Position _____ Start Salary _____
Number of Employees Supervised By You _____ Last Salary _____
Reason For Leaving _____
Primary Duties _____

Employer's Name _____ From _____ To _____
Address _____ Supervisor _____
Phone _____ Hours Worked Per Week _____
Position _____ Start Salary _____
Number of Employees Supervised By You _____ Last Salary _____
Reason For Leaving _____
Primary Duties _____

Employer's Name _____ From _____ To _____
Address _____ Supervisor _____
Phone _____ Hours Worked Per Week _____
Position _____ Start Salary _____
Number of Employees Supervised By You _____ Last Salary _____
Reason For Leaving _____
Primary Duties _____

Military Service	
Branch of Service	Dates of Service From/To

Professional References <i>(exclude immediate supervisors and relatives)</i>		
Name	Place of Employment/Title	Phone

Signature is Required / Agreement and Release

To the best of my knowledge, the information herein is true and complete. I have read the Position Opening Announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodations. I hereby authorize the City of Normandy Park to investigate all the statements in this application and to secure any additional information from all by employers, references, and academic institutions. I hereby release all those employers, references, academic institutions and the City from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City. I understand that if I receive a Conditional Offer of Employment, the City of Normandy Park is required to complete a thorough background check to include past employment, schools, references, driving record, and criminal convictions. If the position I am applying for requires a Commercial Driver's License, I understand that I will be tested for the presence of drugs as part of the pre-employment screening. I understand that I am applying for employment at will which the City may terminate at any time in its sole discretion (unless tenure is established under Civil Service rules for police or under the terms of a collective bargaining agreement). No promises of any form or nature regarding employment have been made to me, and no guarantee of any length of employment is, nor shall it be, binding on this employer, unless an agreement to the contrary has been written and signed by the City. I understand that providing false information on this application is grounds for disqualification and/or dismissal.

Failure to sign and date this application will disqualify you from further consideration for employment with the City.

Applicant Signature _____ Date signed _____

We appreciate completion of the information below. This information is voluntary, will be kept confidential and will be removed from the application before selection process begins.

AFFIRMATIVE ACTION DATA

In accordance with Federal and State Equal Employment Opportunity laws, it is the policy of the City of Normandy Park to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, sex, age, marital status, veteran status, sexual orientation, or the presence of disability. Providing this information is voluntary and will be kept in a confidential file separate from the application form.

Gender ☐ Female ☐ Male

Ethnic Category (check one) ☐ African American ☐ Hispanic ☐ Asian ☐ Pacific Islander
☐ Alaskan Indian ☐ Native Indian ☐ Other ☐ Caucasian

Please tell us how you learned of this opening (Please check one)

☐ Friend or Relative ☐ Employment Security ☐ City Website
☐ City Employee ☐ Newspaper ☐ AWC Job Posting
☐ Other, specify: _____

Application Documents Checklist:

1. Cover letter
2. Resume
3. Copy of applicable certifications
4. Employment application
5. Supplemental Questionnaire Application (if applicable)

Applicants who are invited to participate in the testing and/or interview stages of the selection process will receive notification by phone and those who are not will be notified by mail. Incomplete or late applications will not receive notification.

Please Return Application To:

City of Normandy Park, Job Opening
801 SW 174th Street
Normandy Park, WA 98166

Phone (206) 248-7603
www.normandyparkwa.gov

The City of Normandy Park is an Equal Opportunity Employer

**City of Normandy Park
Hiring Timeline
Police Chief**

April 29 – May 20

Open Application Period

May 19 – May 20

Schedule Interviews

May 23 – May 24

Interviews

May 31

Decision/Offer Date